

# Brown Youth Initiative

## Payroll Time 2019

Submit to BYI Office at ACTS Career Center

or Email [byi@brownbaptist.org](mailto:byi@brownbaptist.org) or Fax 662-796-2288

Employee's Name: \_\_\_\_\_ Your Phone # \_\_\_\_\_

Payroll Ending Date: \_\_\_\_\_

Payroll end date

Submit by

Pay date

\*June 8, 2019

June 10, 2019

June 14, 2019

June 22, 2019

June 24, 2019

June 28, 2019

June 29, 2019

July 1, 2019

July 5, 2019

***\*First pay date equals 1 week of pay***

	<u>Time In</u>	<u>Time Out</u>	<u>Total Hours</u>		<u>Time In</u>	<u>Time Out</u>	<u>Total Hours</u>
Mon				Mon			
Tues				Tues			
Wed				Wed			
Thurs				Thurs			
Fri				Fri			
Sat				Sat			

Total Payroll Hours: \_\_\_\_\_

I certify time shown is true and correct Brown Youth Signature:	Client Approval Supervisor Signature:
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**PLEASE NOTE IMPORTANT DATES:**

- Please keep in mind the program is for 120 hours for the assigned 4 week period of June 3<sup>th</sup> – June 29<sup>th</sup>. Our budget only allows payment for each youth to work no more than 30 hours per week and 120 hours for the duration of the program. In circumstances of vacation or prescheduled absence, youth may work a maximum of 40 hours to make-up for missed time. Youth are not allowed to exceed 120 hours during the duration of the program.

Some participants may have prescheduled obligations such as the Brown Baptist Mission Trip, Baptist National Congress and/or family vacations, etc. We ask that employers allow youth to make up missed hours prior to June 29, 2019. The last date to work is June 29, 2019.

Please note: ALL BYI youth are required to attend a paid In-Service Training on June 13, 2019. Please excuse the youth. We hope this absence does not cause an inconvenience.